

September 20, 1983, p. 2



Parents/Guardian and Students.

The Lackawanna County Area Vocational-Technical School has developed a student handbook explaining in summary some of the most important regulations and procedures necessary to operate an effective and efficient school. We would like parents and guardians of students to be aware of these rules in hopes that with both our efforts student success is more likely to occur.

Please review the attached material sign it is letter at the bottom and remind the student to return it to his/her instructor. Also at the end of the packet is a form which must be completed and returned to the school as soon as possible. This information is necessary to provide services regarding the health and safety of students.

We would appreciate any comment you may have regarding this packet or any subject that will help to improve your child's Vocational Educational Program.

I have read the regulations regarding the Lackawanna County A.V.T.S.

Signature Parent/Guardian _____

Signature Student _____

COURSE OFFERINGS
SOUTH CENTER

Air Conditioning
Auto Body Repair
Auto Mechanics
Building Maintenance Trades
Catering
Child Care and Dev'l
Commercial Art
Cosmetology
Data Processing Tech
Diesel Mechanics
Distribution and Marketing
Diversified Occ. Ed
Drafting and Design Tech
Electrical
Electronics
Fashion Industry
Food Prep. and Service
Graphic Arts
Health Assistant
Machine Shop
Materials Handling
Metal
Metal Fabrication
Milkwork
Nurse
Painting and Decorating
Piping and Plating
Radio and TV Repair
Travel Trades
Welding

COURSE OFFERINGS
NORTH CENTER

Air Conditioning
Auto Body Repair
Auto Mechanics
Building Maintenance Trades
Catering
Child Care and Dev'l
Commercial Art
Cosmetology
Data Processing Tech
Diesel Mechanics
Distribution and Marketing
Diversified Occ. Ed
Drafting and Design Tech
Electrical
Electronics
Fashion Industry
Food Prep. and Service
Graphic Arts
Health Assistant
Machine Shop
Materials Handling
Metal
Metal Fabrication
Milkwork
Nurse
Painting and Decorating
Piping and Plating
Radio and TV Repair
Travel Trades
Welding

3

4

instructor. Failure to present an excuse will result in the absence being considered illegal or unexcused which can result in more serious action against the parent or guardian.

TARDINESS A student is tardy if not in his/her department by 8:45 for morning students and 12:30 for afternoon students. Tardiness causes interruption of class activities and loss of educational time. All tardy students must report to the office before going to class. Students must pick up their attendance card and return them to the instructor, otherwise they will be considered absent for the day. Continued tardiness can result in a parent conference, suspension or removal from the Vo-Tech program.

LEAVING CLASS/SCHOOL WITHOUT PERMISSION The school is legally responsible for all students once they leave the bus and enter the building. Leaving the building or class without permission can result in very serious problems for the student, parent or guardian and/or school. If this occurs parent or guardian will be contacted immediately with more serious action following if the problem warrants it.

HALL PASSES Most departments have their own washroom facilities which should require little or no movement in the halls. If this should become necessary a hall permit must be obtained from the instructor. A

student in the hall without written permission will result in a verbal reprimand, loss of privilege or stronger action if necessary.

TRANSPORTATION

Bus transportation to and from Vo-Tech is the responsibility of the home school.

BELL SCHEDULE

Period	Minutes	Time
1	48	8:45-9:33
2	35	9:33-10:08
3	35	10:08-10:43
4	47	10:43-11:30
Lunch	60	11:30-12:30
5	48	12:30-1:18
6	35	1:18-1:53
7	35	1:53-2:28
8	47	2:28-3:15

6

7

TABLE OF CONTENTS

Course Offerings/Staff	3-4
Message to Students	5
Calendar	5
Bell Schedule	5
Attendance	5
Hall Passes	6
Transportation	7
Driving Regulations	8
Visitors	8
Telephone	9
Fire Drills	9
Cafeteria	9
Dress/Grooming	10
School Closings	10
Early Dismissal	10
Textbooks and Equipment	11
Guidance	12
Grading	12
Illness/Injury	13
Lost/Found	13
Student Award	14
Club Activities	14
Theft	14
Vandalism	15
Fighting	15
Simple Misconduct	15
Drug/Alcohol	16
Radio/Tape Players	16
Parking Area	16

1

2

MESSAGE TO STUDENTS

The guidelines established at the Lackawanna County A.V.T.S. are necessary for the safety, health, welfare of students and staff. It is also essential that the school operates in an efficient manner that respects the rights and property of others. If we are to meet these goals, it is essential that student and staff abide by all rules and regulations.

CALENDAR

The calendar for the entire school year is on page ()

BELL SCHEDULE

The daily bell schedule is on page ()

ATTENDANCE

ABSENCE Regular attendance is essential if a student expects to be prepared for job entry at completion of their program. Time lost in skill training is lost forever. Absence can result in a parent conference, suspension, program failure, dropping from Vo-Tech program or possible legal action. The action taken will be determined by the severity of the absences. After absence a student must submit a written completed excuse card signed by the parent or guardian to his/her

5

DRIVING PRIVILEGE

Driving and parking on Vo-Tech property is only permitted by administrative approval for special situations. Morning students are not permitted to use the school parking area except for medical reasons or specific transportation problems. Afternoon students can drive and park on school grounds because of a time problem regarding employment. Request forms can be obtained at the office and requires completion of all information and signatures before any consideration will be given.

Vehicles on school grounds must be removed and/or legal action will be taken against the owner.

VISITORS

Visitors are welcome to the Vo-Tech provided prior arrangements were made. Students from other schools must have written permission from their parents and/or home school administration. The Vo-Tech can not excuse a student on home school time. All visitors must register at the office as soon as they enter the building.

Visitors not abiding by the rules will be asked to leave the building. If a student is involved, the home school and/or parent or guardian will be contacted and the stu-

8